



# Denefield School

## Health & Safety Policy

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# Denefield School

## Health & Safety Policy

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## **Purpose**

The aim of the Trust board is to provide a safe and healthy working and learning environment for staff, students, parents and visitors. The Trust Board believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its students.

The Trust Board notes the provision of the Health and Safety at Work Etc. Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that the persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Trust Board accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement and the various other safety provisions made by the Trust Board cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Trust Board will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the premises, or while taking part in school sponsored activities.

The Trust Board will review this policy statement annually and update, modify or amend it as is considered necessary to ensure the health, safety and welfare of its staff, students, parents and visitors.

## **Applicability**

This policy applies to all staff, students and visitors to Denefield School, including those hiring school facilities or taking part in extended school activities.

## **Who/what was consulted?**

This policy is based on the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety Regulations 1999.

## **Roles and Responsibilities**

The Trust Board, as the employer, is legally responsible and accountable for health and safety at Denefield School. The Trust Board has delegated specific responsibilities under this policy to the Headteacher and the Finance and Business Director.

### **The Trust Board will:**

- provide a supportive and practical framework for the continual improvement of the management of health and safety.
- measure the performance and effectiveness of school safety management systems.
- assist the school to meet their statutory duties for health and safety.
- in conjunction with the Headteacher devise and implement a Health and Safety Policy.
- ensure that appropriate risk assessments for work activities and other non-routine tasks are undertaken and a written record of the assessments is maintained.
- ensure sufficient resources are allocated for Health and Safety e.g. in respect of training, personal protective equipment etc.
- ensure termly safety inspections are undertaken.
- ensure a positive health and safety culture is established and maintained.

### **The Health & Safety Trustee will:**

- identify any significant health and safety issues and ensure appropriate management is in place via the implementation of effective policies, procedures and safe systems of work.
- regularly meet with the Director of Operations and Facilities Manager to discuss relevant issues and complete site inspections and ensure that the school is managing the significant risks.
- complete regular site inspections using West Berkshire Council (WBC) checklists to identify hazards and check these are appropriately managed.
- Be a member of the school's Health & Safety committee and report on the outcome of these meetings.
- ensure the school is managing health and safety issues in a planned and sensible manner.
- report to the Trustee' Resources Committee on the following:
  - report/outcome of WBC's Health & Safety Team Needs Assessments.
  - Visits from enforcing authorities e.g., Health & Safety Executive, Royal Berkshire Fire & Rescue Services.
  - Accident and incidents at the school.
  - Progress on actions taken in response to recommendations made by any of the above.
  - Significant risks or issues.
  - School safety inspections.

### **The Headteacher will:**

- ensure that the school develops and effectively implements its health and safety policy and has effective arrangements for managing health and safety at the school.
- maintain effective communications with employers, Trustees and staff and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- ensure all staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- consult and work with the school's Joint Consultative Committee (JCC), recognised TU safety representatives/employee representatives and Health & Safety committee.
- ensure staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- ensure that appropriate risk assessments for work activities and other non-routine tasks are undertaken, understood by relevant persons and a written record maintained.

- ensure that regular safety inspections of the school are completed.
- Co-operate with the Trust Board in meeting its legal requirements under Health and Safety legislation and relevant codes of practice.

**Staff will:**

- take reasonable care for their own health and safety and that of other persons who might be affected by their acts or omissions at work and during off-site activities.
- cooperate with the Trust Board and Headteacher on all matters relating to health and safety.
- report to the Headteacher or Director of Operations any serious or immediate danger or any defects noted with plant, equipment, machinery or the workplace generally.
- only use equipment or machinery which they are competent to use in-line with instruction, training and information provided and do not misuse anything that has been provided for health and safety purposes.

**Volunteers:**

Volunteers have the same duties as those indicated for staff and should be treated as staff for the purposes of this policy.

**Arrangements for monitoring and evaluation**

This policy will be reviewed annually by the Trustees Resources Committee and will be updated in response to new guidance and/or legislation as necessary.

**Links to other policies**

This policy should be read in conjunction with:

Education visits and Off-site Activities Policy  
Safeguarding and Child Protection Policy  
Supporting Pupils with medical needs Policy  
Critical Incident Plan  
Legionella Policy  
Special Educational Needs Policy

## **PROCEDURES**

### **Induction**

The school recognises that it is essential for a new member of staff to be familiar with the health and safety provisions in their workplace and in particular the emergency and first aid arrangements. They should also be aware of the risk assessments and hazards that have been identified and resulting control measures, which have been introduced to minimise the risk. During such induction, the manager should identify whether the person has received appropriate training and is familiar with any equipment provided.

We will ensure our induction process for new staff and new pupils is robust and ensure that they are aware of the essential health and safety issues.

### **First Aid Arrangements**

The school recognises and accepts the requirements to have suitable and sufficient first aid provisions in place. All schools are required to complete a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First Aid) Regulations 1981.

The Headteacher and Trust Board will ensure the following arrangements are in place:

- Names and location of first aiders and first aid kits are displayed and communicated.
- Adequate provision for first aid including lunch times and breaks etc.
- Adequate provision for leave and in case of absence.
- First aid provision for off-site activities e.g., educational visits.
- Adequate provision for practical areas such as science, technology, home-economics and physical education departments.
- Provision for out-of-school-hours activities, e.g., sports and clubs.
- Agreements with contractors working on site such as caterers or cleaners for joint provision for their employees.
- Provision for trainees working on-site.
- Agreed procedures for isolated areas e.g., playing field.
- Ensure that training is provided to maintain competence of first aiders.
- Ensure first aid provision is maintained.
- The First Aid Risk Assessment will be reviewed regularly or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.

These arrangements will be recorded in a First Aid Risk Assessment. The WBC pro-forma for schools can be found on the Health and Safety Intranet pages. An online first aid risk assessment tool can be found here: <https://www.sja.org.uk/sja/training-courses/requirements-calculators/calculator.aspx>

Specific advice for schools can be found at the following address:

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

Level 2 schools can see First Aid Guidance Card on SLA Online.

The school will prominently display the names and location of First Aiders and First Aid facilities.

The person responsible for completing a suitable and sufficient First Aid Risk Assessment is:	Medical and Welfare Officer
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The First Aid Risk Assessment is located at:	First Aid room
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### Administration of Medicines

The school recognises the need to provide support for children who may require medicines at school. Schools are advised to refer to DfE Guidance Managing Medicine in Schools and Early Years settings:

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-1448-2005> Short term administration of medicine for a specific ailment is usually acceptable providing that parental guidance is backed up with instructions on the medicine itself and the guidance is followed; otherwise, a health professional should be consulted for guidance.

Where a care plan is required because a child has longer term health issues, this must be fully adhered to. The care plan must be written by a health professional in consultation with other interested parties, the parents cannot themselves produce one in isolation as they lack the medical knowledge to do so.

Staff training BEFORE the child starts in the setting is mandatory and the school must ensure that there is adequate cover available for staff absence/school day trips etc. Training must be refreshed at regular intervals and both the Insurance section and the school nurses should be made aware of the child's medical needs.

The use of Epi-pens by trained staff following a care plan is acceptable. Insurers are more concerned where there is a calculation of dosage required and would request the school's confirmation of the arrangements in place to confirm Insurance cover applies.

Insurers vary in their acceptance of necessary medical interventions being carried out by non-nursing staff irrespective of the Authorities and the NHS trust view of whether such administration is an effective use of resources. Where possible the Authority may agree to provide interim cover through its self-insured arrangements, but this is purely by prior agreement. Most highly invasive procedures would not be covered by School Insurance at all and we do not currently purchase medical malpractice Insurance. If in doubt, please contact: [Insurance@westberks.gov.uk](mailto:Insurance@westberks.gov.uk)

The persons responsible for ensuring staff training is in place in the event of the implementation of a care plan is:	Medical and Welfare Officer
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The person responsible for ensuring there is cover to support a child with a care plan in the event of staff absence is:	Relevant Student Manager
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### **Accident, Danger Occurrence, Violent Incident and Near Miss reporting**

The school recognizes and accepts the need to have robust system in place to report and record all accidents and incidents at school at to ensure that Parents/carers of students who are involved in accidents or incidents at school are provided with appropriate information.

Accident Investigation – In accordance with (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. DfE Guidance regarding reporting requirements for schools can be found at: <http://www.hse.gov.uk/pubns/edis1.pdf>

Any employee who witnesses an accident, dangerous occurrence, verbal abuse, actual or threatened violence and any near miss incidents should report the incidence to the Responsible. Accident reports should be drawn to the attention of the Headteacher or Deputy Headteacher.

Less serious accidents requiring minor first aid or attention should be reported in the Accident Book.

Location of Accident Book	Facilities Manager
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Person in charge of Accident Book	Facilities Manager
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Where accidents are found to have been caused by faulty plant, equipment, premises or unsafe systems of work, actions must be taken to remove or isolate the hazard and warn people until the necessary modification or repairs can be made.

Incidents should be investigated, appropriate to their nature and scale, to see whether recurrence can be prevented. If an incident is potentially serious or represents a trend in accident types steps, including the review of previous risk assessments, should be initiated to prevent a recurrence.

It is particularly important to report all near-miss incidents in which harm or damage to property may have occurred but did not on this occasion. Accurate reporting of near-miss incidents can help to prevent harm to persons or damage to property in future.

### **Health and Safety Representatives and Committees**

The school recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. Under the Safety Representatives and Safety Committee Regulations 1977 a recognised independent Trade Union has the right to appoint Safety Representatives. Ideally such representatives should have two years relevant experience. Unions are required to inform the school in writing, when this is in place schools must consult with representatives on safety matters.

The members of staff who are health and safety representatives for external or national professional associations are:

Health & Safety Representative (include name of trade union if relevant)	Karam Bales, ATL
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### **Health & Safety Consultation and Committees**

The school recognises and accepts the need to have suitable arrangements in place to support effective communication on health and safety issues. There are two sets of regulations regarding the effective consultation and communication with employees through a health and safety committee. In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

Consulting with employees can have real benefits, including:

- Increased productivity – businesses with good workforce involvement in health and safety tend to have a better productivity rate
- Improvements in overall efficiency and quality
- Higher levels of workforce motivation.

Consulting employees about health and safety can result in:

- A healthier and safer workplace – your employees can help you to identify hazards, assess risks and develop ways to control or remove risks
- Better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business
- A stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions
- Greater co-operation and trust – employers and employees who talk to each other and listen to each other, gain a better understanding of each other's views; and
- Joint problem-solving.

By law, the school must consult all employees or their representatives on health and safety matters. Some workers, who are self-employed, are still classed as employees under health and safety law. The school must consult about the following:

- The introduction of any measure which may substantially affect their health and safety at work, e.g.  
the introduction of new equipment or new systems of work, such as new shift-work arrangements

- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- The information the school must give employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk
- The planning and organisation of health and safety training; and
- The health and safety consequences of introducing new technology.

If at least two health and safety representatives request, in writing, that a safety committee be formed within the workplace, such a committee must be established within three months of the request.

Consultation does not remove the school's right to manage. Talking to employees is an important part of successfully managing health and safety.

Where existing consultation arrangements that satisfy health and safety law already exist, there is no requirement to change them. Such arrangements should be reviewed on a regular basis to make sure that they continue to work for the school.

### **Critical Incident and Emergency Plans (including Fire Arrangements)**

The school recognises and accepts the need to have suitable arrangements in place to deal with emergency situations and to return the school to normality as soon possible afterwards. A critical incident is one that is likely (or has potential) to cause an occurrence that is beyond the capacity of the school operating under normal conditions to respond to independently such as:

- Threat to safety and welfare of pupils and/or staff
- Immediate or delayed emotional reactions in large numbers of staff, pupils or parents, surpassing their normal coping mechanisms
- Serious disruption to the running of the school
- Significant public/news media attention on the school

Emergency planning will include situations such as:

- Accidents off site
- Attacks on students and members of staff Bomb threats
- Chemical/toxic/hazardous material spill Death
- Earthquake
- Flooding – building and environment Fire
- Gas leak Heatwave
- Hostage situation in school Industrial emergency nearby
- Severe storms and adverse weather Missing child/abduction/runaway
- Sexual assault or child abuse Shooting
- Sickness and infectious disease
- Threatening person in the school building

- Threatening person outside the building or school grounds
- Unsafe structure
- Utility failure
- School trips and incidents

The Critical Incident Plan is held in the Finance Office and will be reviewed annually.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the senior leadership team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The priorities are as follows:

- To ensure the safeguarding and safety of all persons, their protection from danger, their care and the application of first aid and medical treatment, where appropriate
- To call the emergency services when appropriate
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

The persons responsible for ensuring the safeguarding and safety all persons and supervising (where appropriate) are)	Deputy Headteacher Assistant Head Director of Operations Facilities Manager Office Manager All Staff
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The persons responsible for the controlled evacuation of people from the school or the school grounds to a place of safety are	<b><i>See Appendix 3 for list</i></b>
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The persons responsible for summoning the emergency services are	Finance Business Director Director of Operations Facilities Manager All staff
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The persons responsible that a roll call is taken at the assembly point are:	Assistant Head Finance Business Director

The persons responsible for ensuring that no-one attempts to re-enter the building until the all clear is given by the emergency services are:	Headteacher Deputy Headteacher Finance Business Director Director of Operations
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	Facilities Manager
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The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Finance Business Director
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	Science Outside Store Science Prep Room Cleaner's office – locked cabinets
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The location of the Hot works folder and procedure	Front reception
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The person/s responsible for issuing Hot Works Permit to work is	Premises Team
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**Fire Prevention and Detection Equipment, Arrangements and Training** (Refer to Fire Logbook provided to schools by West Berkshire Council).

The school recognises and accepts the need to have suitable arrangements in place to ensure that fire safety is appropriately managed, that staff and pupils are aware of what to do in the event of emergency and that fire systems and procedures are in place, practiced and maintained or serviced in line with best practice.

It a requirement of the Regulatory Reform (Fire Safety) Order 2005 to carry out a suitable and sufficient Fire Risk Assessment. Fire risk assessments will require regular review (usually annual) or in the event of changes such as buildings works, improvements, remedial work, alterations to buildings, a fire incident, a change of Responsible Persons (Headteacher), changes to arrangements, changes in the use of rooms or it is considered that the fire risk assessment may no longer be valid. Failure to keep your fire risk assessment up to date and under review could result in enforcement action from the Fire Brigade.

Note: a new fire risk assessment would not normally be required provided that the fire risk assessment carried out remains suitable and sufficient. You need to ensure it remains suitable and sufficient through your regular reviews and none of the changes set above has taken place.

The person/s responsible for maintaining the Fire Logbook is:	Facilities Manager
The person/s responsible for reviewing and updating the Fire Risk Assessment is	Facilities Manager

## **Smoking**

The school operates a no smoking policy and smoking is not permitted on the entire footprint of the school internally and externally. This policy applies to lettings, contractors and PTA events.

## Severe Weather Plan

The school recognises and accepts the need to have suitable arrangements in place to ensure the safety of staff, pupils and visitors in the event of severe weather.

The person responsible for completing the Severe Weather Plan is:	Office Manager
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## Locations of Main Service Isolation Points

Service	Location
Gas	Works compound next to the nursery
Water	On lawn to right of reception
Electricity	Works compound next to the nursery
Other	n/a

## Risk Assessment

The school recognises and accepts the need to have robust arrangements in place to ensure that risks are identified, assessed and appropriate controls are put in place. We recognise the need to communicate the significant findings of risk assessments with relevant persons and keeping risk assessments under review to ensure they remain valid.

*"Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. The school will always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether, but it should avoid needless or unhelpful paperwork." DfE 2012*

Further information regarding the 5 Steps to Risk Assessment can be obtained from HSE website:

[www.hse.gov.uk/pubns/](http://www.hse.gov.uk/pubns/) .

Risk Assessments should be completed by competent staff. Training is available from the Schools Health and Safety Team. The Schools Health and Safety Team can also provide advice and support to Level 2 schools in completing and/or reviewing risk assessments. The Team also have a suite of school risk assessment based on the typical job roles in a school, which can be used as a starting template.

The school will make sure that the risk assessment process is robust and that the significant risks identified are effectively communicated to and understood by those persons who may be affected. A simple way to achieve this is to involve the relevant persons in the development and completion of risk assessments and that all parties sign the risk assessments to confirm communication and understanding. Please contact your Safety Advisor for further assistance.

The competent persons responsible for assessing significant risk are:	West Berks Safety Advisor Head Teacher Director of Operations Facilities Manager
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The person responsible for ensuring a suitable and sufficient risk assessment is in place for new and expectant mothers is:	Human Resources Manager
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The person responsible for ensuring a suitable and sufficient risk assessment is in place for work experience students under 18 and new workers is:	Director of T&L and Strategic Partnership
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Risk Assessments should be regularly reviewed (usually annually) or in the event of change of circumstances such as a new staff or in the event of an incident or accident investigation.

**Manual Handling of Loads in accordance with The Manual Handling Operations Regulations 1992.**

The school recognises that many staff will from time to time have to do manual handling tasks and accepts the need to have suitable arrangements in place to ensure that manual handling risks are identified, assessed and appropriate controls are put in place.

Staff who are required to manually handle loads as part of their role should receive appropriate training which is available from the Health and Safety Team. Where a manual handling activity cannot be eliminated then it needs to be assessed and any further controls such as mechanical aids or team lifting be recommended. A manual handling risk assessment can in many cases be completed as a dynamic assessment by the individuals carrying out the manual handling tasks. A simple manual handling is normally based on TILE and will consider the following:

- T-task
- I-ndividual
- L-load
- E-nvironment

NB: If the activity presents significant risk to vulnerable individuals such as new and expectant mothers or people with pre-existing back injuries then those people may need to be prohibited from carrying out the activity.

The person/s responsible for completing manual handling risk assessments is	Facilities Manager
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The person/s responsible for organising and maintaining training records for relevant staff is	Director of Teaching, Learning and Strategic Partnership Facilities Manager
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For further information please see Health & Safety Guidance Card HSGC14 <https://secure2.slaonline.co.uk/Default.aspx?logo=23>

### Manual Handling of People

The school recognises that the manual handling of people, including children, is a specialised skill and specific training should be provided in these circumstances to any staff who may need to regularly assist or manually handle people. Please contact your Safety Advisor for further assistance.

The person/s responsible for completing manual handling of people risk assessments is	Facilities Manager
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The person/s responsible for ensuring manual handling training for appropriate staff and maintenance of records is	Facilities Manager Director of Operations Director of Teaching, Learning and Strategic Partnership
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### Maintenance of Manual Handling Equipment

Mechanical lifting aids reduce the need for manual handling but can pose their own hazards. All types of lifting equipment, including lifting gear, and lifting operations must comply with The Lifting Operations and Lifting Equipment Regulations 1998, its Approved Code of Practice and the Provision of Work Equipment Regulations 1998. Lifting equipment covers cranes, lifts and hoists, and components, ie chains, ropes, slings, hooks, shackles and eyebolts.

### A checklist for mechanical lifting

- All lifting equipment must be suitable for activity it is to be used for. Consider the environment it will be used in, the load to be lifted and addition risks posed by its operation.
- Lifting equipment must have adequate strength and stability (consider mobile equipment). Provide operators with a suitable position and a safe place of work.
- Train operators, ensure they have relevant experience and are competent to operate lifting equipment safely. Pay particular regard to the maturity and judgement of young persons.
- Ensure a competent person thoroughly examines and inspects all lifting equipment as necessary (this is usually done by an insurance company). Keep copies of the report of examination.
- Clearly mark machinery and accessories with their safe working load.
- Ensure a competent person plans and supervises all lifting operations to ensure that it is carried out safely.
- Minimise risks identified in the initial risk assessment.

## **Lifting Equipment** (including that provided for pupils with special educational needs)

*“Where lifting equipment, including hoists and slings, is used by people who are at work, the Lifting Operations and Lifting Equipment Regulations (LOLER) apply. In addition to routine maintenance and servicing, LOLER requires employers to make sure that lifting equipment is inspected and thoroughly examined. ‘Thorough examination’ by a ‘competent person’ is required either at six-month intervals or in accordance with a written scheme of examination.”*

For further guidance visit HSE Website:

<http://www.hse.gov.uk/healthservices/moving-handling.htm#a11>

Statutory LOLER inspections can be arranged by contacting [insurance@westberks.gov.uk](mailto:insurance@westberks.gov.uk). Lifting equipment covered by LOLER includes all of the following:

Cranes  
Workplace passenger and goods lifts  
Hoists  
Scissor lifts  
Vehicle tail lifts  
Bath hoists  
Stair lifts  
Telehandlers and industrial lift trucks  
Vehicle lifts

Accessories for lifting covered by LOLER includes all of the following:

Slings  
Hooks  
Shackles  
Eyebolts  
Ropes used for climbing or positioning

The school recognises the need to have robust systems to ensure mechanical lifting equipment is inspected, maintained and tested in accordance to manufacturer’s guidance and best practice.

The persons responsible for ensuring that all relevant lifting equipment and accessories used for moving people are inspected and serviced every six months by a competent person and kept in good working order are	Facilities Manager Director of Operations
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## **Provision and Maintenance of Equipment**

The Provision and Use of Work Equipment Regulations 1998 (PUWER) places duties on people and schools who own, operate or have control over work equipment. PUWER also places responsibilities on schools and organisations whose employees use work equipment, whether owned by them or not.” HSE.

Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Statutory Inspection and Maintenance. Statutory Inspections for equipment such as hoists and

pressure vessels can be arranged through the WBC supplier, if requested, through contacting [insurance@westberks.gov.uk](mailto:insurance@westberks.gov.uk)

For further information please see Health & Safety Guidance Card Maintenance Schedule for Schools

### **Working at Height (in accordance with the Work at Height Regulations 2005 and WBC – Working at Height Policy)**

The school recognises that falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of Work at Height Regulations is to prevent death and injury from a fall from height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- Are working on a ladder or a flat roof
- Could fall through a fragile surface
- Could fall into an opening in a floor or a hole in the ground.

Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary, and the law recognises this.

There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder or a stepladder is the most suitable equipment for working at height. The right type of equipment for working at height does not include chairs, tables or desks.

Before working at height, you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

*"Each school should assess their risks from working at height and make plans to either avoid the work at height, or to do the work more safely. School staff will normally carry out the risk assessment but the responsibility for ensuring that it is done is shared between the employer and the Headteacher."*

Ladders and stepladders are available in different grades and strengths as set out below.

	Highest rated in terms of strength & quality
	Commercial light trade work & heavy DIY use
	Occasional light domestic tasks

Schools should use either ladders that carry the blue or green logo or Class I or EN131 markings above depending on the purposes for which it is intended. Class III domestic ladders and stepladders will not usually be appropriate in schools or workplace settings.

Ladders and stepladders should ideally have a unique number or identifying mark, be incorporated onto a register of ladders and stepladders and should be subject to periodic inspection by a competent person to ensure the ladders remain in good condition. Users should be required to carry out a pre-use check.

In schools it is advisable that a local work at height policy is developed that incorporates the following points:

- No work at height should take place whilst children are present, unless the work area can be adequately segregated.
- Ladders and stepladders should be held in a secure location, only accessible to authorised persons.
- Teachers and others should sign out the ladder or stepladder for use.
- Assistance should be provided to those working at height, where required.
- Ladders and stepladders should be subject to periodic inspection by a competent person to ensure the ladders remain in good condition.
- Users should be required to carry out a pre-use check.
- Risk assessments covering work height tasks should be completed, reviewed regularly and communicated to relevant persons.

### Ladders and stepladders

The school will take a responsible approach to managing work at height and as such have designated some staff with particular responsibilities and tasks below.

The person responsible for the selection, inspection, maintenance, training, supervision, safe use and risk assessment is	Facilities Manager Director of Operations
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The persons authorised to use ladders are	Persons holding valid current working at heights authorisation
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The person responsible for ensuring training records are recorded and maintained for Working at Height is	Facilities Manager Director of Operations
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The persons responsible for completing a suitable and sufficient risk assessment for Working at Height are:	Facilities Manager Premises team
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For further information please see Health & Safety Guidance Cards HSGC 24/25/26 <https://secure2.slaonline.co.uk/Default.aspx?logo=23>

### Health and Safety Training

The school recognises the need to provide health and safety training, to have a training plan and to ensure training is refreshed regularly. "The Health and Safety at Work etc. Act 1974 requires schools to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees." HSE

The person responsible for organising Health and Safety Training is and ensuring that it is kept up to date is:	Facilities Manager Director of Teaching, Learning and Strategic Partnership
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The person responsible for maintaining Health and Safety Training Records is:	Facilities Manager Director of Teaching, Learning and Strategic Partnership Admin Team
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### Induction for new members of staff

The persons responsible for ensuring new staff receive an induction on their first day in essential safety matters such as emergency procedures for raising alarm and evacuation procedures, first aid and welfare facilities are:	Office Manager HR Manager Facilities Manager Director of Teaching, Learning and Strategic Partnership
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Health and safety training for school staff may include but is not limited to the following:

- Health and Safety Policies: West Berkshire, Education, and School.
- Off-site Activities Procedure (Evolve)
- Premises Asbestos Survey and instruction Risk Assessments

- Fire and other Emergency Arrangements Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procedures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g., Work Experience Placements Work at height
- Manual handling (objects and/or people) Stress management Managing contractors

Level 2 schools have most health and safety training included in the Level 2 Health and Safety Services. This includes all scheduled health and safety training and on-site training such as twilight or inset days training. Please contact your Safety Advisor for more information.

The school should keep a register of all relevant health and safety training that all relevant staff should attend. This will assist the school in ensuring that training is up to date and refreshed accordingly. West Berkshire Council carry out refresher courses for mandatory or recommended training on a three yearly basis or sooner, where relevant.

For further information please contact <http://info.westberks.gov.uk/index.aspx?articleid=29808>

### **Offsite Activities**

The school recognises the need to have robust procedures in place to assess and manage risk to provide safe and enjoyable school trips and off-site activities. A large number of school visits take place successfully each year. However, misunderstandings about health and safety law can sometimes discourage schools and teachers from organising these activities.

To tackle some of the myths about red tape and prosecution, HSE has published a policy statement to encourage all schools (in both maintained and independent sectors) and local authorities to remove wasteful bureaucracy imposed on those involved in organising school visits and outdoor learning activities.

HSE's statement makes clear:

- That the focus should be on how the real risks arising from such visits are managed and not on paperwork
- The need for a proportionate and sensible approach for planning and organising off-site activities
- That those organising visits should simplify the planning process and authorisation arrangements for visits that involve everyday risks
- That HSE's primary interest is real risks arising from serious breaches of the law. Any HSE accident investigation will be targeted at these issues.

Where sensible and proportionate steps have been taken by a school and its staff, it is highly unlikely that there would be a breach of health and safety law involved, or that it would be in the public interest for HSE to bring a prosecution.

Prosecutions taken by HSE invariably involve a fatality (or near fatality) where there was recklessness or a clear failure to adopt sensible precautions. The fact that an accident occurs does not mean there was a breach of health and safety law if sensible, proportionate and appropriate precautions have been taken.

Fears of prosecution by schools and their staff have been grossly inflated and are unwarranted. Such fears should not be a barrier to school trips taking place. HSE statistics indicate that in the five-year period between 2005/06 and 2009/10 the HSE has only brought two prosecutions involving school visits.

To ensure that sensible and proportionate steps have been taken by a school and its staff, offsite activities will be arranged in accordance with the Offsite Activities Manual provided by West Berkshire Council and the Evolve Team at Hampshire County Council. Activities carried out on behalf of West Berkshire Council operate within a legal framework and the off-site activities manual outlines this framework for West Berkshire schools.

Further information can be obtained from West Berkshire Intranet pages <http://www.westberkseducation.co.uk/Services/Details/1171>

The person responsible for coordinating offsite activities is:	EVC Admin Team
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The person responsible for signing completed offsite activity risk assessments and confirming approval on the Evolve system is:	EVC
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For further information please see <http://evolve.edufocus.co.uk/evco10/unknown.asp>

### **Caretaker and Cleaning Equipment**

The school recognises the need to have safe equipment. This includes moving and handling equipment; powered cleaning equipment, power tools, and hand tools.

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Cleaning Supervisor Facilities Manager
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Cleaning Supervisor Facilities Manager
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The persons responsible authorised to operate and use cleaning equipment are:	Cleaning Supervisor Cleaning team
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For further information please see Health & Safety Guidance Cards HSGC 1/4/5/12/13/15/35

### **Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)**

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Grounds Maintenance contractor
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Grounds Maintenance contractor
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The persons authorized to operate and use grounds maintenance equipment are:	Grounds Maintenance contractor
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For further information please see Health & Safety Guidance Cards HSGC 1/4/5/12/13/15/35

### **Grounds Maintenance Equipment (Machinery and Tools)**

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Facilities Manager Grounds Maintenance contractor
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Facilities Manager Grounds Maintenance contractor
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The persons authorized to operate and use grounds maintenance equipment are:	Facilities Manager Facilities Manager Grounds Maintenance contractor
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For further information please see Health & Safety Guidance Cards HSGC 1/4/5/12/13/15/35

### **School Kitchen Catering Equipment**

The school is responsible for the kitchens and the kitchen equipment. Schools Kitchens must be included as part of a Health and Safety walkthrough by Trustees. Please be advised that if schools have any concerns in relation to equipment or any other matter in relation to Contracts, please contact Corporate Contracts Manager 01635 519411 who will be able to offer assistance to resolve.

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Facilities Manager Catering manager
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Catering manager
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The persons authorized to operate and use kitchen equipment are:	Catering manager Catering team
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Contract monitoring is completed by:	Finance Business Director
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### Statutory Checks and Maintenance of Curriculum related Equipment

The school recognises the need to ensure that statutory inspections, testing and maintenance is completed for relevant equipment.

Laboratory Apparatus and Equipment curriculum based

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Curriculum Lead Facilities Manager Director of Operations
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Curriculum Lead Facilities Manager Director of Operations
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The persons authorized to operate and use equipment are:	Curriculum Lead Teaching staff Technicians
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The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are:	Teaching staff Technicians
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Schools are advised to refer to Manufacturer Instructions, maintenance and testing schedules and [CLEAPSS http://www.cleapss.org.uk/](http://www.cleapss.org.uk/) guidance in relation to specific requirements for Inspection and Maintenance. Statutory inspections for equipment such as pressure vessels can be arranged through the WBC supplier by contacting [insurance@westberks.gov.uk](mailto:insurance@westberks.gov.uk).

Design and Technology Equipment (Resistant and Compliant Materials such as wood and metal).

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The person responsible for ensuring Local Exhaust Ventilation (LEV) Equipment is inspected and maintained is:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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Details of arrangements should be recorded in the COSHH Register. Further information can be obtained from <http://www.hse.gov.uk/lev/>.

The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Curriculum Lead Teaching staff Technicians Curriculum Lead Facilities Manager Director of Operations
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The persons responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use:	Curriculum Lead Teaching staff Technicians
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The persons responsible for taking out of use and labelling any equipment which is inadequately guarded are:	Curriculum Lead Curriculum Lead Facilities Manager
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The persons responsible for instructing pupils in the safe use of equipment prior to use and checking for correct use are:	Curriculum Lead Teaching staff Technicians
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The persons authorized to operate and use equipment are:	Teaching staff Technicians
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The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are:	Teaching staff Technicians
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Schools are advised to refer to Manufacturer Instructions and CLEAPSS <http://www.cleapss.org.uk/> guidance in relation to specific requirements for Inspection and Maintenance. Further information can also be obtained from WBC Insurance Team [insurance@westberks.gov.uk](mailto:insurance@westberks.gov.uk)

**c) Design and Technology Equipment (Food Technology and Textiles)**

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons authorized to operate and use equipment are:	Curriculum Lead Teaching staff Technicians
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The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are:	Teaching staff Technicians
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The school is advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

**Art and Design Equipment (Fine Arts)**

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons authorized to operate and use equipment are:	Curriculum Lead Teaching staff Technicians
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The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are:	Teaching staff Technicians
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Use of kiln - Persons responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment including COSHH requirements are:	Curriculum Lead Technicians Curriculum Lead Facilities Manager
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The school is advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

## PE Equipment

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons authorized to operate and use equipment are:	Curriculum Lead Teaching staff
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The contractor responsible for annual full inspection is:	Universal Ltd.
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The persons responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly are:	Teaching staff
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The school is advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

## Stage Lighting Equipment (See also Working at Height section)

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Curriculum Lead Curriculum Lead Facilities Manager
	Director of Operations

The persons authorized to operate and use equipment are:	Curriculum Lead Teaching staff
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The contractor responsible for annual full inspection is:	Henley Theatre Services
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The persons responsible for instructing pupils in the safe use of equipment if part of curriculum subject before they use it and checking they use it correctly are:	Curriculum Lead Teaching staff
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Schools are advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

## Mobile Staging and Seating

The persons responsible for ensuring that equipment is risk assessed, suitable for intended use, safe to use, inspected and maintained in a safe condition are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons responsible for ensuring instruction, training and supervision is in place for use of equipment are:	Curriculum Lead Curriculum Lead Facilities Manager Director of Operations
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The persons authorized to operate and use equipment are:	Curriculum Lead Teaching staff Premises team
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The contractor responsible for annual full inspection is:	Hussey Seatway
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The persons responsible for instructing pupils in the safe use of equipment if part of curriculum subject before they use it and checking they use it correctly are:	Curriculum Lead Teaching staff Premises team
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The school is advised to refer to Manufacturer Instructions in relation to specific requirements for Inspection and Maintenance.

### **Premises**

The school recognises the need to provide safe and secure premises and as such a range of issues needs to be considered and managed. We have therefore appointed responsibilities and tasks to designated staff.

### **Management of Asbestos**

The persons responsible for making arrangements for dealing with asbestos in compliance with West Berkshire Policy and SPAR process is:	Facilities Manager Finance Business Director
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The persons responsible that the premises asbestos log is consulted by visiting contractors and other relevant persons are:	Facilities Manager Premises Team
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The Asbestos Register and log is kept:	Front reception
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The person responsible for carrying out asbestos materials condition checks is:	Facilities Manager to organise external contractor
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For further information please see Health & Safety Guidance Cards HSGC 2

### **Health and Safety - The Pressure Systems Safety Regulations 2000.**

These Regulations give detail of the competence required for Statutory Inspections and maintenance.

The persons responsible for arranging an annual Inspection by a Gas Safe Registered Competent Person to boiler/s under a written scheme of work is:	Facilities Manager
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The persons responsible for arranging maintenance of boiler/s by a Gas Safe Registered Competent Person under a written scheme of work is:	Facilities Manager
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For further information please see Health & Safety Guidance Cards HSGC maintenance schedule for schools or <http://www.hse.gov.uk/pubns/indg261.pdf>

### Security

The persons responsible for unlocking and locking the building, arming and disarming security alarms is:	Premises Team Alarm Response
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### Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Premises Team Facilities Manager
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Defective furniture and equipment should be taken out of use immediately, labelled and reported to:	Premises Team Curriculum Lead Facilities Manager
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The person responsible for ordering repairs which are the school's responsibility	Premises Team Curriculum Lead Facilities Manager
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### Water Management

The school recognises the need to have robust procedures in place to ensure that water systems are appropriately managed to prevent Legionella.

Legionella bacteria are naturally present in the environment and if water conditions are favourable to the bacteria i.e., warm, nutritious and stagnant, they will proliferate. Disturbance of this 'contaminated' water can cause tiny droplets to become airborne which, if inhaled, can cause a

potentially fatal type of pneumonia called legionnaires disease. Those people especially at risk are the old or those who are ill as their immune system is less able to fight the disease.

Making sure adequate and appropriate management arrangements exist for controlling Legionella is a legal requirement defined within “Legionnaire’s disease - The Control of Legionella bacteria in water systems”, Approved Code of Practice and Guidance L8” (third edition 2000). The purpose of this Code of Practice (COP) is to define the split in responsibilities between parties owing a duty of care in this respect.

The policy defines the system by which Denefield manages the risk from Legionella and is focused upon preventing water conditions ‘favourable’ to the bacteria existing in any of the school’s managed water systems including hot and cold-water services, and showers. This requires the commitment of Denefield School as the employer and the occupants of the building. The policy excludes detailed technical guidance, which is readily available within various publications (see section 9 for further information and guidance).

The school must ensure that actions highlighted in the Legionella section are completed and regularly reviewed in relation to water management and hot and cold-water systems and measures have been introduced to manage the risk of legionnaires disease through the effective implementation of the written scheme.

The person responsible for completing Legionella Checks	Facilities Manager Contractor - Aquavent
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The person responsible for ensuring the Legionella records are kept up to date	Facilities Manager
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For further information please see Health & Safety Guidance Cards HSGC 7/8/37 <http://www.hse.gov.uk/legionnaires/>

### **Control of Legionella**

It is the policy of Denefield School to ensure that appropriate precautions for the control of Legionella bacteria are identified through a ‘Legionella’ risk assessment process and implemented to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by our work. The minimum standards to be met include:

- Carrying out suitable and sufficient legionella risk assessment
- Implementation, management, monitoring and recording of precautions to include regular inspection, microbiological monitoring, temperature checks and flushing.
- seeking suitable advice and assistance from specialist competent persons
- Appointment of a person or persons to be managerially responsible.
- To otherwise meet the requirements of the Approved Code of Practice; ‘legionnaires

- disease; The Control of Legionella bacteria in water Systems. 2000 (L8)

### Completing and recording water temperatures

Water temperature record sheets need to be filled in and kept within the logbook. It is usual to spread this over the 12 months, i.e. if you have 24 taps you need to sample 2 per month. Outlets failing to meet the required temperature should be reported for suitable action and retested in subsequent months until satisfactory. Hot Water should be at least 50oC after 1 minute and cold water below 20oC after 2 minutes flow.

### Flushing infrequently used taps and showers

Hot or warm water left in pipes for long periods can allow Legionella bacteria to multiply presenting a risk when finally discharged e.g., school showers after summer holidays. Identify infrequently used taps and showers on the 'Weekly record sheet' and record when flushing takes place. Flush each tap/ shower for several minutes to ensure stagnant water is fully discharged. Flush all sentinel taps monthly.

## **Hot and Cold-Water Temperature Monitoring**

A schedule for precautionary checks on hot, cold water taps and showers (where there is water storage), the responsible person should organise checks to be carried out at the frequencies indicated below. Where the temperatures fall outside the standards actions should be taken to resolve the problem.

### Weekly Checks

Showers that are not in uses for over a one-week period must be flush from 2 minutes at both maximum and minimum temperature. A plastic bag should be secured over shower head with corner cut off to allow water to escape.

### Monthly Checks

Taps: Temperature of cold-water sentinel taps (nearest and furthest to the incoming mains), to check that water is below 20°C.

Run cold tap for 2 minutes then measure temperature by inserting calibrated digital thermometer in the water flow and record reading.

Temperature of hot water sentinel taps (nearest and furthest to the calorifier/ water heater), to check that water is above 50°C.

Run hot tap for 1 minute then measure temperature by inserting calibrated digital thermometer in hot water flow and record reading.

In either case if monitoring indicates an ongoing issue, then the water supply must be examined/ tested by a suitably qualified contractor to ensure that the Legionella risk is managed. In the event that a test of the water supply indicates that Legionella is present in high concentrations then the following actions need to be carried out:

- Inform the West Berks H&S Team, who will take relevant steps to ensure that the issue can be monitored.
- To shut down any processes which are capable of generating and disseminating airborne water droplets and keep them shut down until remedial cleaning or other work has been done.
- To immediately arrange emergency disinfection to be undertaken if required.
- Depending on the client group or staff group that may have been exposed – monitor client / staff health to discern whether there are any undiagnosed cases of illness.

## Housekeeping and Disposal of Waste

The school recognises the need to have adequate systems to ensure good housekeeping and safe storage and disposal of waste.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

Accumulation of rubbish and waste should be reported to:	Waste disposal contractor Facilities Manager
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The person who should be contacted if circulation routes are obstructed by rubbish is:	Facilities Manager Premises Team
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The person responsible for the safe disposal of any hazardous substances or special wastes is:	Facilities Manager Premises Team Science Technicians
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The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	Facilities Manager Premises Team
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## Outdoor Play Equipment and Outdoor Play areas including School Playing Field

The school recognises the need to provide play equipment that stimulates and challenges children at play but that play equipment also needs to be safe and age appropriate. The school recognises the need to have adequate systems to ensure play equipment is safe and in good condition and have appointed staff with responsibilities and tasks. (See Guidance Notes on West Berks Health and Safety Intranet page).

The person responsible for selection of play equipment is :	Curriculum Lead for PE
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The persons responsible for inspection of play equipment and recording are:	Curriculum Lead for PE Facilities Manager
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The person responsible for ensuring routine maintenance of equipment is:	Facilities Manager
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The person responsible for training staff to supervise use of play equipment is:	Curriculum Lead for PE
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The person responsible for ensuring there is a suitable and sufficient risk assessment is:	Curriculum Lead for PE
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The person responsible for ensuring an annual safety inspection takes place by a Competent Person is:	Facilities Manager Director of Operations
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For further information please see Health & Safety Guidance Cards HSGC 40.

<http://www.playinspectors.com/>

## Electrical installation

The school recognises the need to ensure electrical systems in schools are safe. The fixed electrical installation is tested by a competent person every 5 years as required by the Electricity at Work Regulations 1989. Following this check a certificate is issued to confirm the electrical installation is safe.

The persons responsible for the 5 year hard wiring certificate is updated are:	Facilities Manager
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The person responsible for ensuring all deviations reported by Competent Person are corrected are:	Facilities Manager
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For further information please see <http://www.hse.gov.uk/electricity/information/testing.htm>

## Portable Electrical Equipment

The school recognises the need to ensure portable electrical equipment in schools are safe. Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to regular checks in line with guidance [www.hse.gov.uk/pubns/indg236.pdf](http://www.hse.gov.uk/pubns/indg236.pdf)

Staff must not bring onto the premises any portable electrical appliances without the prior consent of Headteacher. Such equipment must be PAT tested prior to use. For further information please see <http://www.hse.gov.uk/electricity/information/testing.htm>.

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Facilities Manager
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The person responsible for carrying out formal visual inspection and testing is:	Facilities Manager
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## Control of Substances Hazardous to Health (COSHH)

The school recognises the need to manage chemicals safely. The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

Records of the risk assessments carried out are kept in COSHH assessment files in the relevant Areas/Departments and in the relevant standards such as CLEAPSS documentation for both Science and DT (See section 3.22 for essential LEV information).

A central record of all COSHH Assessments it to be maintained and located in close proximity to First Aid points.

The persons responsible for completing COSHH Register and Assessments are:	Cleaning Supervisor Technicians
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For further information please see Health and Safety Guidance Card 7/8 <http://www.hse.gov.uk/coshh/>.

## Display Screen Equipment (DSE)

The school recognises the need to have appropriate procedures in place to provide display screen equipment that is compliant to the regulations and safe for staff and pupils to use.

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers and equipment that requires good ergonomics such as chairs and desks must complete a DSE Assessment. A 'user' is someone who is employed to work on a computer for a significant part of their working day.

[www.hse.gov.uk/msd/dse/guidance.htm](http://www.hse.gov.uk/msd/dse/guidance.htm).

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Facilities Manager
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The person responsible for implementing the requirements of the risk assessment is:	Facilities Manager Line manager of member of staff
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### Personal Protective Equipment (PPE)

The school recognises the need to provide suitable PPE, where necessary and that PPE should be considered as a last resort in favour of removing or reducing risks or providing collective protection measures etc.

PPE examples include protective gloves, masks, aprons, protective goggles, protective shoes or boots and high visibility jackets. In relation to use of chemicals Safety Data Sheets provide information as to the PPE required. In relation to equipment please refer to manufacturer's instructions. In relation to Curriculum activities CLEAPSS also gives guidance.

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE and replacing personal protective equipment when it is worn out are:	Facilities Manager Line manager
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The person responsible for making arrangements for laundering soiled PPE (e.g., overalls, aprons etc.) is:	Facilities Manager Cleaning supervisor Line manager
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For further information please see Health and Safety Guidance Card 15 or <http://www.hse.gov.uk/toolbox/ppe.htm>

### Visitors

The school recognises the need to keep visitors, staff and pupils safe when on the school premises. On arrival all visitors should report to reception where they will be issued with:  
An identification badge

Relevant health and safety information

Visitors should be asked to sign the visitors' book upon entry and exit of the building and return identification badges. Reception should enquire whether visitors require any additional support.

### **Improvements to Building and Construction Work**

The school recognises that improvement works will be required from time to time and will ensure that appropriate permissions are sought from all relevant parties.

Building Projects that fall within Construction (Design and Management) Regulations 2007 CDM must comply with the legal requirements. <http://www.hse.gov.uk/construction/cdm/2015/index.htm>

### **Management of Contractors on School Site**

The school recognises the need to select and appoint competent contractors to carry out work on its behalf.

The persons responsible for selecting contractors and vetting contractors for health and safety, policies, procedures, risk assessments, method statements and past health and safety performance are:	Facilities Manager Director of Operations
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The person supervising and monitoring Contractors:	Facilities Manager Director of Operations
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The school must ensure competent contractors are used and should refer to CHAS or SSIP mentioned above in the Health & Safety Level 2 Service.

<http://www.chas.co.uk/>

<http://www.ssip.org.uk/>

### **Vehicles**

All staff who use their own vehicles for any purposes in relation to the school MUST carry business use insurance. This includes Teachers and Headteachers and some support staff. It is irrelevant as to whether this happens in the school day or after hours e.g. sports activities etc.

The insurers will be made aware if staff transport children in their own vehicles as part of the business of working in a school, and given an indication of the frequency, duration and numbers transported. This may result in an annual declaration and an additional premium in order to cover this.

School minibuses can only be driven by suitably qualified staff who have a driving licence appropriate for the vehicle, and have completed a suitable minibus course

Further guidance on operating/driving school mini buses can be found at:

<https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-localauthorities>

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and any relevant guidance. School owned, hired or leased minibuses or coaches are only to be used for approved journeys and must always display the S19 permit on the bus.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from (prior to the first use of any vehicle):	Finance Business Director
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The Finance Business Director or Facilities Manager will ensure that the driver has a valid licence, appropriate insurance, no known medical conditions that affect their ability to drive and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger

The person responsible for arranging insurance and maintenance of vehicles to the appropriate standards is:	Finance Business Director Facilities Manager
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The persons responsible for authorising the use of the school minibus, ensuring risk assessments are completed, that drivers have passed the minibus test and no known medical conditions that affect their ability to drive etc. are:	Facilities Manager Finance Business Director
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Further guidance can be obtained from the Senior Transport Service Officer (Risk), Highways and Transport, West Berks Council. Telephone 01635 519106

## Stress

The school recognises that schools can sometimes be a challenging place to work and are aware of the need to manage stress appropriately.

For further information please see Health and Safety Guidance Card 23, the model Stress Policy for Schools or <http://www.hse.gov.uk/stress/index.htm>

The persons responsible for monitoring absence owing to stress related illness:	HR Manager
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The person responsible for completing a stress risk assessment is:	HR Manager
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## Bullying / Harassment

Incidents should be recorded in the Incident / Accident log.

The school's policy on behaviour (including bullying) is kept by:	Deputy Head
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Records of bullying incidents and action taken are reported by:	Deputy Head
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## Lettings

The person responsible for coordinating lettings of the premises in accordance with lettings procedure is:	Finance Business Director School Space
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The person responsible for informing other users of the presence of any hazards which have not been rectified is:	School Space Premises Team
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The person responsible for checking that the premises are left in a reasonable condition by other users before locking up is:	School Space Premises Team
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## Noise

Guidance regarding noise and workplace exposure limits can be obtained from the Health and Safety Team for schools.

Any employee concerned about the noise levels at work should report the matter to:	Line manager Facilities Manager
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For further information please see Health and Safety Guidance Card 13, or <http://www.hse.gov.uk/noise/index.htm>.

## Lone Working

The person(s) responsible for carrying out the review of the Statement of Intent and its implementation in the school is/are:	Line manager Facilities Manager HR Manager
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### Audit, Review, Performance Measurement and Action Plan

The person/s responsible for ensuring that relevant health and safety information is provided to the Trust Board is:	Headteacher Director of Operations Governor for H&S
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The persons responsible for compiling and implementing the school's health and safety action plan, including action for improvements are:	Director of Operations Facilities Manager Governor for H&S
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Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by:	HR Manager
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### Appendix 1

#### Responsible staff

Job title	Name	Contact
Head Teacher	Mr E Towill	etw@denefield.org.uk
Deputy Head (acting)	Mr L Simpson	lsn@denefield.org.uk
Finance Business Director	Mr E Bradley	eby@denefield.org.uk
Headteacher PA	Mrs S Ellison	sen@denefield.org.uk
Facilities Manager	Mr C Horton	chn@denefield.org.uk
Offsite Activity Coordinator	Mrs K Davis	dav@denefield.org.uk
Radiation Protection Officer	Mrs A Akhtar	aar@denefield.org.uk
HR Manager	Mrs E Quinton	eqn@denefield.org.uk
Office Manager	Mrs J Keen	kee@denefield.org.uk
Lead Trustee for H&S	Mrs S Shortt	sst@denefield.org.uk

Employee Representative	Union	Mr K Bales	bls@denefield.org.uk
Medical and Welfare Officer		Mrs N Frankum	nfm@denefield.org.uk
First Aiders		Mrs J Nay Mrs N Hinton Mrs N Wilcox Mrs N Frankum Mr C Brown	
Health and Safety Committee		Mr Paul Hamilton Mr Chris Horton Mr Nicola Frankum Mr Karam Bales Mrs Jean Nay Mrs. S Shortt Mrs K Davis Mrs J Jackson	

### Other sources of information:

Schools Health and Safety Team	<a href="mailto:Schoolshealthandsafety@westberks.gov.uk">Schoolshealthandsafety@westberks.gov.uk</a>
Schools Health and Safety Webpages	<a href="http://www.westberks.gov.uk/index.aspx?articleid=21749">http://www.westberks.gov.uk/index.aspx?articleid=21749</a>
Evolve Team (Hampshire County Council)	<a href="http://www.westberks.gov.uk/index.aspx?articleid=8113">http://www.westberks.gov.uk/index.aspx?articleid=8113</a>
Property Services	<a href="mailto:PropertyHelpdesk@westberks.gov.uk">PropertyHelpdesk@westberks.gov.uk</a>
CYP Education Assets Team	<a href="mailto:educationassets@westberks.gov.uk">educationassets@westberks.gov.uk</a>
Insurance Team -	<a href="mailto:Insurance@westberks.gov.uk">Insurance@westberks.gov.uk</a>

### Appendix 2

The West Berks Health and Safety Team have developed short, user friendly guidance, which is accessible to Level 2 Schools via SLA Online. Below is the current list but these are being updated and added to all the time.

n Burn New folder

- Archive
- Barbour info
- Job based Risk Assessments Schools
- PDF Information cards
- Maintenance Schedule for Schools
- WBC\_HSGC 01 Abrasive Wheels
- WBC\_HSGC 02 Asbestos Exposure
- WBC\_HSGC 03 Asbestos emergency procedures flow chart
- WBC\_HSGC 04 Local Exhaust Ventilation
- WBC\_HSGC 05 First Aid & Defibrillators
- WBC\_HSGC 06 Control of Contractors
- WBC\_HSGC 07 COSHH, Control
- WBC\_HSGC 08 COSHH Infection Control
- WBC\_HSGC 09 Playground Equipment inc. sand pits
- WBC\_HSGC 09 Playground Equipment
- WBC\_HSGC 10 Display Screen Equipment
- WBC\_HSGC 11 Staff Harassment & Bullying at work
- WBC\_HSGC 12 Vibration
- WBC\_HSGC 13 Noise
- WBC\_HSGC 14 Manual Handling
- WBC\_HSGC 15 Personal Protective Equipment
- WBC\_HSGC 16 Electrical Safety
- WBC\_HSGC 17 Risk Assessment
- WBC\_HSGC 18 Personal Safety
- WBC\_HSGC 19 CDM Clients Duties
- WBC\_HSGC 20 CDM Principal Contractor Duties
- WBC\_HSGC 21 CDM Principal Designer Duties
- WBC\_HSGC 22 Role of Safety Committee v2
- WBC\_HSGC 22 Role of safety committee
- WBC\_HSGC 23 Stress
- WBC\_HSGC 24 Working at Height - ladders
- WBC\_HSGC 25 Working at Height - roofs & Lofts
- WBC\_HSGC 26 Working at height - scaffolding
- WBC\_HSGC 27 Work Equipment
- WBC\_HSGC 28 Workplace Inspections
- WBC\_HSGC 29 Thermal comfort
- WBC\_HSGC 29 Workplace Thermal Comfort v2
- WBC\_HSGC 30 Vehicle Transport v2
- WBC\_HSGC 31 Accident reporting Investigation v3
- WBC\_HSGC 32 Asbestos Duty to Manage
- WBC\_HSGC 33 RP duties
- WBC\_HSGC 34 Emergency Procedures
- WBC\_HSGC 35 Wood working machinery
- WBC\_HSGC 36 H&S in Swimming Pools
- WBC\_HSGC 37 Water Management and Legionella
- WBC\_HSGC 38 Statutory tests and inspections
- WBC\_HSGC 39 Medication in Schools & Administering Medicines v2
- WBC\_HSGC 40 Playground equipment routine inspection checklist
- WBC\_HSGC 41 H&S training
- WBC\_HSGC 42 RIDDOR Flowchart - staff
- WBC\_HSGC 43 RIDDOR Flowchart - Others
- WBC\_HSGC39 Medication in Schools & Administering Medicines

## Appendix 3

### Area Checks

Area	Evacuation route	Staff	Deputy
Piaget			
P101-P105, prep room, toilets, M115 & the community room	Front door of Piaget, front of school, front of canteen, up the netball court steps.	Mrs Akhtar	Mrs Hinton
P201-P206 & science workroom	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
<b>Montessori</b>			
M101, M102, M103, M104, M105, M106, M107 and D&T workrooms	Out of door by M101, back of library, back of sports hall, up the tennis court steps.	Mrs Hunt	Mr Hill
M108, M109, M110, M111, M112 & M114	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
M116, M117, M118, all music practice rooms, art exhibition space & expressive arts workroom,	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
Sixth Form common room, work room, office, M119 & M120	Cash loader/sixth form door, front of school, front of canteen, up the netball court steps.	Mrs Levey	Miss Yate
<b>Aristotle</b>			
A101 – A108, maths office & toilets	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
A201, A202, A203, A204, A205, A206, A207, A210, English workroom, toilets & IT Technicians office	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
A211 - A217 & A221	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
A301 - A305	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		

Sports hall, gym, PE office and all changing rooms	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
Hall, repro, admin offices, cover office, staffroom, staff toilets and SLT corridor	Front reception, front of school by canteen, up the netball court steps.	Mrs Saverton	Mrs Pavey
Canteen, kitchen and changing rooms (Please note roller shutters come down automatically when the alarm goes off)	Out of the side entrance or the rear doors, up the netball court steps.	Mr Ellison	Mrs Hine
Edison Centre	Down back stairs to PE, out of PE door to under the canopy at the rear of the canteen and up the netball court steps.	Mrs Sawyer	Mrs Jackson
Student reception, finance, Medical, House office, red room	Out of doors by student reception, down the left-hand side of Comenius, back of sports hall, up the tennis court steps.	Mrs Foley	Mr Prescod
Comenius			
Comenius building all of ground floor including office and toilets	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
C201, C202 and C203	Staff teaching in this area should supervise the evacuation of students, checking rooms they go past, including toilets and offices		
Library and offices	Out of doors on Montessori side, back of sports hall, up the netball court steps.	Librarian	Mrs Herbage
Other			
Exam venues (report even if no exams on)	To follow routes noted above depending on the venue.	Mrs Blake	Mrs Withers